

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is managing the fire suppression activities of a fire district on an assigned shift. The District Fire Chief is responsible for the supervision of all subordinate personnel assigned to the district and for all fire suppression and fire prevention activities performed in the district during the assigned shift. Employees of this class also keep required records and supervise repairs and maintenance of assigned equipment and property. The District Fire Chief assumes command at the scene of a fire or other emergency and directs activities until relieved by a superior officer. Employees of this class have authority to work independently in most areas with special instructions and supervision received from the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of a fire district on an assigned shift. Assists in setting goals and objectives or recommends needed policy changes for the assigned district. Conducts inspections of district operations, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists with payroll records and LFIRS reports, and completes any other forms or records that may be required to document fire district activity on the assigned shift. Compiles and organizes data needed for reports.

Supervises all subordinate employees in the assigned district on the assigned shift. Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules. Reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work and discusses their work performance with them. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department, including conducting corrective interviews and informing employees of disciplinary action taken by the appointing authority. Evaluates training needs of assigned

personnel, requests training to meet these needs, and insures that training has been carried out as directed by the Assistant Fire Chief in charge of training.

Directs activities at the scene of a fire or other emergency until relieved by a superior officer, performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing emergency medical attention. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards.

Investigates the causes, origins, and circumstances of fires occurring within the district. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence. Pursues and makes arrests of persons suspected of setting arson fires.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property; arranges for repairs and maintenance; and inspects equipment and property after repairs to assure that these were properly accomplished. Maintains an inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation, for this position.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent

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employee for at least five (5) years in the class of Fire Captain.

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